



**TVCS D Board of Director's Meeting Minutes  
and Open Public Hearing**

**Date: Wednesday, July 8, 2015, 7 pm**

**Location: Tomales Town Hall, Tomales, California 94971**

**Board Members Present:** President, Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims

**Board Members Absent:** None

**Also Present:** Melinda Bell, Donna Clavaud, Terry Duffy, Walter Earle

**I. Call To Order:**

See Item #5

**II. Open Public Hearing on 2015-2016 Approved Draft Sewer and Park Budgets:**

Bill Bonini opened the Public Hearing by thanking former Board Members and Volunteers for their hard work and time. TVCS D has a good system and is working well and thanked Board Members, Volunteers and Phillips and Associates. The Park is beautiful and has great potential. TVCS D has a healthy banking account & is building up reserves. There is a commitment to transparency, business at hand, stability, accountability and building for the future. TVCS D is restructuring our organization with competitive bidding processes, RFP's, efficiency audit completed, board training, open dialogue with Shoreline Unified School District, budgeted monies for inspecting lines, working on a Strategic Plan, a five (5) year Financial Plan, and a policy manual. TVCS D is seeking new board members.

**III. Present Budgets for Review:**

Park has secured Measure A funds totaling \$250,000 for the next nine (9) years for projects. Bill Bonini asked if there were any questions in regards to the Park budget. Donna Clavaud mentioned the possibility of getting \$10,000 of Measure A funds in advance. The recent Park safety assessment noted the necessity of ADA ramps to each individual play areas and will take priority.

**IV: Public Comments:**

Guest comment: Walter Earle congratulated the board on the new division of labor.

Requested budget information and asked about professional fees on page 11, particularly legal fees of \$5,000, for potential litigation. Deborah Parrish said TVCS D didn't know exactly what the fees would be and that was the best guess. Patty Oku said more

information would come at the Regular Board meeting. She questioned Administrator offer of \$21,000 and if that is somewhere in the budget. Sue Sims said that came up after the budget was already done, Patty Oku said it might be covered by insurance. Terry Duffy questioned the health insurance allowance, Deborah Parrish explained this was an error, will be removed and placed back in the general fund.

#### **V. Adjourn Public Hearing and Open Regular Board Meeting**

Bill Bonini called to order the Regular Board of Directors Meeting at 7:50 p.m.

#### **VI. Approve July 8, 2015 Meeting Agenda:**

July 8, 2016 Agenda approved as is.

#### **VII. Open Communication:**

*Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.*

#### **VIII. Additions, Corrections and Approval of the June 10, 2015 Regular Board Meeting Minutes:**

Deborah Parrish noticed a typo on page 29, first motion box, regarding motion to contract with Melinda Bell for financial services. Deborah Parrish was listed twice (the second Deborah Parrish); should be Hope Sturges. Correction: Abstain: Oku, delete Parrish, insert Sturges.

President, Bill Bonini made a motion to approve the June 10, 2015 minutes with corrections as noted above. No objections, motion carries.

#### **IX. Approval of Agreement with Karl Drexel:**

Bill Bonini explained Karl Drexel would work through the end of July 2015.

The agreement is \$21,606.00 for services through the end of the month and will no longer be a contractor with TVCSD. TVCSD will be paying for 60 days of services to avoid a potential lawsuit. Agreement is signed; Karl Drexel is working with Melinda Bell in the transition.

Patty Oku made a motion to approve agreement with Karl Drexel, ending TVCSD's relationship with Karl Drexel at the end of July 2015. Deborah Parrish seconded the motion.

M/S/U

**X. Financial Report:**

**A.) Accept check registers and approve expenditures**

Bill Bonini made a motion to approve check registers and approve expenditures. No objections, motion carries.

**B.) Review and accept new Quickbooks financial statements**

Bill Bonini made a motion to accept new Quickbooks financial statements. No objections, motion carries.

**C.) Preliminary draft budget.**

**1.) Review and approve final sewer budget with any changes.**

Deborah Parrish made a motion to approve final sewer budget with the correction of eliminating health insurance expenditures. Sue Sims seconded motion. M/S/U

**2.) Review and approve final park budget with any changes.**

Patty Oku made a motion to approve final Park budget for 2015/2016. Deborah Parrish seconded the motion. M/S/U

**3.) Adopt Resolution 15-01 authorizing County to maintain the same sewer rate.**

Deborah Parrish made a motion to adopt resolution 15-01 authorizing County to maintain same sewer rate. Patty Oku seconded motion. M/S/U

4.) Adopt Resolution 15-02 authorizing County to collect sewer fees on behalf of the District.

Deborah Parrish made a motion to adopt Resolution 15-02 authorizing County to collect sewer fees on behalf of the District. Patty Oku seconded motion. M/S/U

**XI. Phillips and Associates Report:**

Bill Bonini spoke with Gary Phillips regarding valve and sprinkler issues, talked with contractor to get estimates and everything is good at the plant.

**A.) Self-monitoring report.**

Bill Bonini stated that are no problems.

**B.) Telstar new SCADA equipment.**

Getting estimates for new equipment.

**C.) Irrigation discharge pressure sensor valve replacement.**

Getting estimates from contractor.

**D.) New irrigation guns (3)**

Getting estimates from contractor.

**XII. Committee Reports:**

**A.) Financial Advisory Committee report.**

1.) Review approved minutes from May 18<sup>th</sup>, 2015 and June 22<sup>nd</sup>, 2015.  
May 18<sup>th</sup>, 2015 and June 22<sup>nd</sup>, 2015 approved minutes were attached.

**2.) Proposed financial management transition plan.**

Donna Clavaud called attention to a financial management transition plan for Melinda Bell and to give Melinda Bell a checklist of what she would need to handle during the transition. Melinda Bell added a status report for issues and responsibilities that would need to be assigned during the transition.

Bill Bonini talked to Gary Phillips and Gary Phillips could temporarily sit in as Administrator. TVCSD BOD's to hold a Special Meeting to discuss Phillips and Associates proposal and transition items on Wednesday, July 15<sup>th</sup> at 6:00, location TBD.

**B.) Park advisory committee report.**

**1.) Review DRAFT minutes of June Park Advisory Committee minutes**  
Patty Oku stated there were no minutes attached.

**2.) Update gazebo design and engineering.**  
Patty Oku stated the PAC would like to move on project as quickly as possible. PAC would like project completed one (1) week prior to Founder's Day. Would like to receive bids as soon as possible, David Judd will oversee. David Judd and Bill Bonini both know concrete contractors and will contact them to get proposals to complete all concrete work.

**3.) Park inspection.**  
Patty Oku reported inspection and assessment went very well.

**4.) Table tennis and corn hole boards, re: work plan.**  
Approval of tennis table was two (2) months ago and was in the last month's budget.

**5.) Fence bids.**  
Bill Bonini requested to move this item to the August 12<sup>th</sup>, 2015 TVCSD BOD's meeting agenda.

**XIII: Pending Business:**

**A.) RFP update.**

**1.) RFP – next steps, committee appointments, expected timeframe.**  
Deborah Parrish recommended to create a committee to appoint and recruit recommendations for Administrator/General Manager position. Currently there are two (2) applications for Administrator/General Manager position.

**a.) Open remaining bids for Administrator services and Operator services.**  
Deborah Parrish recommended moving this item to the TVCSD BOD's Special Meeting scheduled for Wednesday July 15<sup>th</sup>, 2015.

**B.) Board training.**

**1.) Discussion regarding Richard Levy Mediation.** Board has no interest at this time.

**2.) Brown Act training by Jenna Brady from County counsel, in January 2016**  
when new board is seated. Patty Oku understood that the Board wouldn't have training until January 2016 and thinks it would be a good idea for current board to do the training this year (2015).

Patty Oku worries about Brown Act violations and recommends training this year (2015) as well as next year (2016). Patty Oku said the county is working on official Brown Act training and won't be ready for several months. Deborah Parrish will email Jenna Brady asking her about Board training and will copy Board.

**C.) Derbes/Hodges Annexation.**

**1.) Derbes correspondence and response.**

Patty Oku said there was an agreement between Kitts and Derbes/Hodges. Missing a \$10,000 payment for an easement that Kitts is willing to do it but will take time to work its way through the County. Patty Oku suggests asking Karl Drexel for documentation that will get this moving along, also has to go through LAFCO. Bill Bonini will call Karl Drexel.

**2.) Kitts Letter of Intent. See above.**

**D.) SDRMA election of Directors.**

**1.) Review candidate statements and vote.**

Item is off the agenda.

**2.) Adopt resolution 15-04 selecting SDRMA Directors.**

Item is off the agenda.

**E.) Board vacancy to December 2015.**

**1.) Post notice and collect applications.**

Bill Bonini advised that notices of Board vacancies were posted.

**XIV: New Business:**

None

**XV: Correspondence** *(This if for review only. No action needed)*


None

**XVI: Adjournment:**

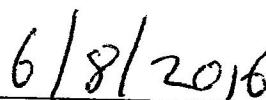
Deborah Parrish motioned to adjourn the meeting. Sue Sims Seconded the motion. M/S/U

**Meeting adjourned 8:56 p.m.**

Next Meeting: August 12, 2015 7:00 p.m.



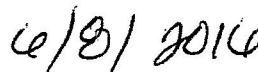
Approved by: President Bill Bonini



Date



Attested by: Cynthia Hammond, Secretary



Date